

**SISKIYOU COUNTY HUMAN SERVICES
DEPARTMENT**

**Together We Can.....
A Siskiyou County/Community Partnership**

**CalWORKs Plan
SEPTEMBER 1, 1999**

Addendum to the plan submitted to the Board on December 16, 1997

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Executive Summary

On December 16, 1997 Siskiyou County Humans Services (SCHSD) submitted the County CalWORKs Plan. The Board approved the plan as written. SCHSD has continued to develop and expand the services offered to the CalWORKs Welfare to Work recipient. SCHSD continues to work in a collaborative effort with education, employment organizations (public and private), elected officials, community based organizations, community representatives, employers, recipients, service providers, member of a local tribe and members of the faith community.

Enhancements and new programs are:

- ◆ Developed a community service plan
 - ◆ Lack of suitable employment activity or training is remote from the individuals home
 - ◆ 18/24 month time limits met
- ◆ Created a plan to assisting families transition off aid
 - ◆ Retention Program
- ◆ Increased activities and interactions with American Indian Tribe
 - ◆ Contract with Karuk Tribe for Welfare to Work activities
- ◆ Implemented a mentoring plan
 - ◆ Contract with the Faith Community to provide mentoring services to CalWORKs Welfare to Work applicants/recipients]
- ◆ Coordinated services with the Federal Welfare to Work Plan
 - ◆ Developed the WTW Grant Program with Siskiyou Employment and Training Program (STEP)
 - ◆ Contracted with STEP to implement *SiskiyouWORKs I* to serve the hard to place CalWORKs recipients
- ◆ Implemented a new hard to serve program called SisiyouWORKs II
 - ◆ Contracted with Siskiyou Employment and Training Program to implement the SiskiyouWORKs II
 - ◆ Expansion of *SiskiyouWORKs I*

Executive Summary

- ◆ Created a plan to meet the requirements for the State of California to Match the Federal Department of Labor Welfare to Work Program run by JTPA
 - ◆ Hired a Community Employment Center Manager (One stop manager)
 - ◆ Contract with Siskiyou Employment and Training Program to supervise the Community Employment Center Manager
- ◆ Develop a definition of truancy and developed the sanction process for truant students
 - ◆ Coordinated the truancy definition and policy with the Siskiyou County school districts and the Superintendent of Schools
- ◆ Develop the criteria for an extension of the 18 month time limit to 24 month time limit
 - ◆ Recipients meeting their 18 month time limit on CalWORKs may have the time extended to 24 months

REVISIONS TO THE DECEMBER 16, 1998
COUNTY PLAN

Revised Section “h”	<i>Community Service Plan</i>
Revised Section “m”	<i>Assisting Families Transitioning Off Aid</i>
Revised Section “q”	<i>Interactions with American Indian Tribes</i>
Added Section “r”	<i>Mentoring Plan</i>
Added Section “s”	<i>Federal Welfare to Work Program</i>
Added Section “t”	<i>SiskiyouWORKs II</i>
Added Section “u”	<i>State of California Match Federal Department of Labor Welfare to Work Program run by JTPA</i>
Added Section “v”	<i>Truancy Plan</i>
Added Section “w”	<i>18 Month Time Limit Extension</i>

Siskiyou County/Community Partnership CalWORKs Plan

(h) Community Service Plan

Siskiyou County has implemented a community service plan for recipients who reach their 18/24 month time limit on aid and as required by law. CalWORKs recipient who have completed the 18/24 month time-limit and are not employed in unsubsidized employment sufficient to meet the minimum hours of participation are placed in community service work sites.

Recipients for whom an offer of employment, WTW activity, or training is remote from the individual's home shall be provided Community Service activities in their community.

Community Services Sites shall

- ◆ Be performed in public and private nonprofit sector
- ◆ Provide participants with job skills that can lead to unsubsidized employment
- ◆ Comply with the anti-displacement provisions

Good Cause Participation

- ◆ Recipients who meet the good cause criteria for lack of transportation (no transportation, commuting time, no public transportation) will be provided community service activities in their local areas

Participation Upon Expiration of Initial Time Limits

- ◆ Recipients who have not obtained unsubsidized employment within the 18/24 month time limit sufficient to meet the minimum hours of participation and no job is currently available for the required hours of participation will be assigned to community service jobs to meet the hours of participation
- ◆ Community service assignments may be concurrent with unsubsidized employment to meet hours of participation

Participation Hours Required

- ◆ Number of hours shall be based upon the work sites need
- ◆ Number of participation hours will not exceed 32 hours per week

Concurrent Activities

- ◆ Community service participants shall be expected to continue to seek employment
- ◆ Job Development assistance will be available to community service participants

Sanction for Noncompliance with Community Service

- ◆ Financial sanctions will be applied against participants for failure to comply with community service assignments

Supportive Services to be Provided

- ◆ Child care services
- ◆ Transportation assistance (if available in the area)
- ◆ Tools to perform the service (clothing, shoes)

Action Plan for Community Service Workers

- ◆ CalWORKs Eligibility Workers will make referrals to Community Service Workers for site placement
- ◆ An effort will be made to place all recipients referred to community service in a site within 30-days of referral
- ◆ Community service activities will be coordinated with Job Developer to encourage job placement, job referrals, and location of job sites
- ◆ Develop, coordinate, and promote community service in each geographical area
- ◆ Work closely with the CalWORKs Eligibility Worker to ensure the work site is monitored and the needs of the recipient and work site are met
- ◆ Responsible for Community Service Work Site contracts

(m) Assisting Families Transitioning Off Aid

Siskiyou County intends that each recipient will take personal responsibility for securing employment and keeping that employment. The county will provide holistic case management to foster the recipients efforts to seek, secure, and retain employment and future employment goals so they are given the opportunity to achieve financial independence prior to the 60 month time limit.

The County will offer retention services to employed CalWORKs recipients by contracting with Siskiyou Employment and Training Program. The intent of the retention program is to help working families maintain employment and increase wages and benefits so they can achieve independence from benefit programs.

Retention services will be offered to current participants of the CalWORKs program as well as former CalWORKs participants who need assistance in order to retain their employment.

Retention Services Worker Shall:

- ◆ Complete a job retention assessment for each CalWORKs recipient referred for services
- ◆ Review the need for supportive services
- ◆ Establish and maintain effective working relationships with participants, employers, Job Developers, Case Managers, Mentors, Workforce Connection Staff, other agencies, and the public

CalWORKs Participant Services shall include:

- ◆ Assist employed CalWORKs recipients. Recipients may refuse services if they feel it will interfere with their job placements (Sensitivity to participants needs will be necessary)
- ◆ Assist participants with enhancing job skills or in upgrading employment by assistance with building, updating, and improving resume and cover letters and further developing interview skills
- ◆ Assist participants with employment issues such as strategies to increase wages, improve work schedule/hours, components of a successful work ethic, look for optimal employment, and job skill enhancement
- ◆ Address and assist participants with issues such as : punctuality and attendance, motivation, enthusiasm, flexibility, work maturity, interpersonal communication skills, reliability, appropriate hygiene and attire, setting goals, and financial budgeting
- ◆ Assistance during job search if individuals are identified with a retention services needs during job search
- ◆ Assist participants to identify their barriers and refer them to appropriate resources

Referrals

- ◆ CalWORKs Eligibility Workers will refer all employed recipients for retention services
- ◆ Employed recipients may elect not to receive services, services are not mandatory for participation in CalWORKs
- ◆ CalWORKs recipients may request services on a voluntary basis

Retention Service Time Periods

Current CalWORKs participants: Participants who are currently receiving CalWORKs benefits will be offered Retention Services throughout their time on aid.

Former CalWORKs Participants: Participants who go off of CalWORKs will be eligible to continue to receive Retention Services for up to six months.

Retention Services may be expanded up to twelve months for the following reasons:

- ◆ Family Issues. This may include but is not limited to divorce, legal problems, substance abuse problems, mental health problems, truancy problems, etc.
- ◆ Health Problems
- ◆ Family Reunification through Child Protective/Adult Protective Services
- ◆ Former Participants Request
- ◆ Employers Request

(q) Interactions with American Indian Tribes

Siskiyou County has entered into a contract with the Karuk Tribe through the Karuk Community Development Corporation (KCDC) to provide Welfare to Work services to the Happy Camp, Klamath River area which is predominately inhabited by the Karuk tribe. KCDC provides services to all community residents in a collaborative effort with the CalWORKs Eligibility Workers assigned to each CalWORKs case.

Contracting with the KCDC to assist Siskiyou County Human Services (SCHSD) in providing these services allows for a full range of Welfare to Work (WTW) services in an isolated community area.

We continue to provide full WTW services to the Quartz Valley Indian Reservation.

(q) Mentoring Plan

Federal welfare reform legislation, through Personal Responsibility and Work Opportunity Reconciliation Act of 1996, “Charitable Choice” provision, specifically addresses the use of contracts, vouchers and other funding to arrange for “charitable, religious, or private organizations” to provide services under Temporary Assistance For Needy Families. The statute permits that religious organizations to receive such funding “on the same basis as any other non-governmental provider.

Siskiyou County has entered into an agreement with the Faith Community to provide mentoring services to CalWORKs WTW recipients. The mentoring program is known as Siskiyou Faith WORKs and is a collaborative ministry of all Siskiyou County churches. All faith communities are invited and encourage to participate in the mentoring work. Siskiyou Faith WORKs mentors help CalWORKs WTW applicants and recipients find their way back into the main-stream of life in our community. Services will be provided throughout Siskiyou County.

Services provided shall include:

- ◆ Mentoring
- ◆ Personal example and witness
- ◆ Life skills coaching
- ◆ Moral Support
- ◆ Job bank and job referral services
- ◆ Tutoring help
- ◆ Community building and social activities
- ◆ Self-esteem encouragement, peer counseling, and friendship
- ◆ Advice and assistance in problem-solving such as child-care, transportation, housing, parenting skills, and marital relationships
- ◆ Referrals to legal assistance

(s) Federal Welfare to Work Program

Siskiyou County Human Services has developed the Welfare to Work Grant Program with Siskiyou Employment and Training Program (local JTPA). The Federal Welfare to Work (WTW) program in Siskiyou County is called *SiskiyouWORKs I*.

The *SiskiyouWORKs I* Program provides activities that move people facing multiple employment barriers into the workforce, and supports activities that keep them working.

Mission

The *SiskiyouWORKs I* Program provides activities that move people facing multiple employment barriers into the workforce, and supports activities that keep them working.

Referrals

- ◆ CalWORKs Eligibility Workers refer recipients to *SiskiyouWORKs I*

Target Group

- ◆ Recipient or the minor child of the non-custodial parent has received assistance under the State program for 30 months, or
- ◆ Within 12 months of reaching TANF limit, and
- ◆ Posses two of three of the following barriers to employment
 - ◆ No high school credential and low functioning basic skills
 - ◆ Requires substance abuse treatment for employment
 - ◆ Poor work history (less than 13 weeks unsubsidized employment previous year),or
- ◆ non-custodial parent of a minor where the custodial or the non-custodial parent meet above criteria. (Non-custodial parents will not be specific target group during the 1st year of the program.)

Activities include

- ◆ Job Readiness
- ◆ Community Service/Work Experience
- ◆ Private Sector Internship
- ◆ On the Job Training
- ◆ Job Creation Through Wage Subsidies
- ◆ Job Retention Services
- ◆ Post-placement Training and Services
- ◆ Individual Development Accounts (will not be addressed during the first year)
- ◆ Support Services

(t) SiskiyouWORKS II

SiskiyouWORKs I a hybrid version of the Oregon's Job Plus program which has proved to be very successful in meeting WTW program requirements for hard to place TANF recipients. Siskiyou County Human Services Department (SCHSD) will contract with Siskiyou and Employment Training Program (S.T.E.P.) to expand *SiskiyouWORKs I*, creating SiskiyouWORKs II. SiskiyouWORKs II will provide the same services provided in *SiskiyouWORKs I*, allowing for a broader range of CalWORKs WTW recipients to participate. This program is September 1, 1999. This program will be funded through the CalWORKs incentive funds.

(u) State of California Match Federal Department of Labor Welfare to Work Program run by JTPA

The State of California match to the Federal Department of Labor is to be used to utilized to match funds and programs offered by the local JTPA provider, Siskiyou Training and Employment Program (S.T.E.P.).

In the spirit of collaboration and the successful partnership of the Workforce Connection, Human Services Department has elected to utilize the WTW match dollars to further develop and support the activities/services of the Community Employment Centers. We are accomplishing this by sharing the cost of a full time employee Community Employment Center Manager. We are contracting with S.T.E.P. to provide the supervision of the Community Center Employment Manager.

Assignment of the Employment Center Manager

- ◆ Coordinate the function of The Community Employment Center
- ◆ Develop and maintain expectations for The Community Employment Center
- ◆ Develop and implement the Vision and Mission as developed by the Workforce Connection Collaborative and/or the Community Center Oversight Committees

- ◆ Supervise the development of jobs and the employee focused services provided by The Community Employment Center
- ◆ Supervise the staff from Siskiyou County Human Services Department (SCHSD) and S.T.E.P. providing job seeking services in The Community Employment Center
- ◆ Provide services to include:
 - ◆ Job Search mechanism
 - ◆ Customers service
 - ◆ Job Readiness
 - ◆ Employer services

(v) **Truancy Plan**

Siskiyou County Human Services (SCHSD) in coordination with all school districts in Siskiyou County have agreed on a consistent application of the California Student Attendance Laws. This policy will be implemented through the School Attendance Review Board (SARB) process. There are four SARB's active in Siskiyou county: North County SARB, South County SARB, Scott Valley SARB, and Happy Camp SARB.

Siskiyou County Human Services will apply the penalty process if the student when referred to the SARB fails to participate in school attendance plan created by the SARB team.

Siskiyou County schools will inform SCHSD when a student has three unexcused absences. A parent of each recipient child will be requested to voluntarily sign a release of information form. If the parent refuses, the parent will be required to provide the county documentation of his or her child's school attendance. The parent will be required to quarterly verify the school attendance of their child. If the parent signs the form, the process described below will apply.

SCHSD will send a social worker to begin to work with the family to offer support services to the family to encourage the students school attendance.

The referral will process will be as follows:

- ◆ 1st Truancy Letter - A letter will be sent after three (3) unexcused absences and/or three (3) tardies of more than 30 minutes. A truancy letter will be sent from the school of attendance to the parent(s) of the student and copy sent to the SCHSD.
- ◆ 2nd Truancy Letter - A second letter will be sent to the parent(s) or guardian(s) and to the SCHSD after an additional unexcused absence or tardy by the student.
- ◆ (Four (4) total unexcused absences or tardies)
- ◆ 3rd Truancy Letter - After an additional unexcused absence or tardy (five (5) total unexcused absences or tardies), a third letter will be sent to the parent(s) or guardian(s) and a School Attendance Review Team (SART) or School Attendance Review Board (SARB) and an appointment will be set with the student and parent(s) or guardian(s). A copy of the letter will be sent to the SCHSD.

- ◆ Any further violation of a SART/SARB contract, will result in a referral to the SARB (if the school district has a SART Team, not all do, some go directly to SARB) and a notification being sent to the SCHSD.

Upon notification of a truancy SCHSD will immediately contact the CalWORKs family. SCHSD will work with the family through the first and second letter contacts to evaluate the family situation and discuss the importance of attending school and the consequences of failure to attend school. The consequences of failing to attend school and penalty process will be thoroughly discussed with the family.

Upon receipt of the 3rd truancy letter the family will be referred to the SART/SARB team (as described above). The SART/SARB team will work with the family to develop a plan to improve the school attendance of the child. The SART/SARB team will base the plan on the individual needs of the family and child. After 30 days of working with the SARB team, if the child has not achieved acceptable school attendance as defined by the school district, the penalty process will be initiated. Acceptable attendance according to the school district is 30 days of school attendance with no unexcused absences.

- ◆ The SCHSD will notify schools of any penalties
- ◆ The school will notify SCHSD, in writing, when a student has attended thirty (30) consecutive days of school

Definition of attending school

In addition to Public and Private schools licensed by the State there are three options available to meet the school attendance criteria. Home schooling is not authorized in California. These options are:

- ◆ Private tutoring
- ◆ The tutor (who may be any person including the parent) must have a valid California teaching credential for the grade level being taught and must provide instruction in all the branches of study required in the public schools. The tutor must provide instruction at least three hours per day, between 8:00 a.m. and 4:00 p.m.; at least 175 days per calendar year; and in the English language. The affidavit required of a private school is not required of a tutor. If a parent does not hold a teaching credential for the grades taught, there can be no tutor exemption.
- ◆ Private School

- ◆ The student can be enrolled in a private full-time day school. Private schools also must instruct pupils in all the branches of study required in the public schools. Private school instructors do not have to hold a teaching credential, but they must be “capable of teaching.” This means the teachers in private schools should meet standards like those required for public school teachers in similar positions, excepting only the credential. Parents may not call their own home instruction program a “private school” to avoid the credential requirement. (*People v Turner, in re Shinn decision*). The Shinn decision also specifically ruled that correspondence courses are not the same as “private full-time day school” within the meaning of the Education Code. The private school must have filed an affidavit with the State Superintendent of Public Instruction. If the worker is questioning the status of the “Private School” they may request a copy of the affidavit. (Filing an affidavit does not transform a parent into a private school.)

- ◆ Independent Study

Independent Study through the local public school district. This does not exempt the student from public school attendance, but an alternative to classroom instruction. The independent study the student is participating in must meet the requirements consistent with the local school district’s course of study; and general supervision of each pupils independent study must be by a credentialed employee of the school district in which the student is enrolled. A child with exceptional needs may participate in independent study only if his or her individualized education program, developed pursuant to Education Code section 56340 provides for that participation. If the district does not offer independent study parents should contact their county office of education regarding the availability of independent study through the county or other districts in their area.

Independent study is based on a written agreement between all pertinent parties (credentialed employee of the school district, school district, and parent).

(v) Revised 3-10-00

(w) **18 Month Time Limit Extension**

Siskiyou County will extend the 18-month time limit for up to six months. Extension of the time limit from 18 to 24 months will occur if:

- ◆ The case workers determines that the extension of the time limit is likely to result in unsubsidized employment
- ◆ The recipient is working with Siskiyou County Human Services Department through their Welfare to Work Plan to prepare for unsubsidized employment it is likely unsubsidized employment will be available within the six month extension

- ◆ Employment is not available due to local employment rates or economic conditions
- ◆ The case worker will evaluate the recipients current skills and the availability of employment based on the skills of the recipient
- ◆ The unemployment rate in Siskiyou County is greater than 5%
- ◆ The employability of the individual is unlikely due to relevant factors
- ◆ Work history
- ◆ Barriers